

## **The Royal Danish Embassy in Riyadh is looking for a dynamic Personal Assistant to the Ambassador (Temporary)**



<b>Position:</b>	Temporary Personal Assistant to the Ambassador
<b>Type of employment:</b>	Full time temporary employment on a local contract
<b>Duration of contract:</b>	01 November 2023 – 31 August 2024
<b>Location:</b>	Danish Embassy in Riyadh, Saudi Arabia
<b>Deadline for application:</b>	05 October 2023

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The Royal Danish Embassy in Riyadh is recruiting a highly motivated, dynamic, and focused Personal Assistant to the Danish Ambassador.

The Embassy represents the interests of Denmark in Bahrain, Kuwait, Oman, Saudi Arabia and Yemen. The Embassy areas of work are government relations, commercial affairs, support for Danish citizens, issuance of visas for travellers to Denmark and public diplomacy.

The Personal Assistant to the Danish ambassador is a key function for the embassy. It requires flexibility and an ability to multitask and prioritize within short deadlines. The Personal Assistant provides secretarial support to the Ambassador and administrative tasks, the position includes preparation and coordination of programs for the Ambassador's travel and meetings. The position includes some official travels in the region.

### **Main tasks and responsibilities as Personal Assistant to the Ambassador:**

- Managing the Ambassador's schedule.
- Arranging meetings and appointments and making travel arrangements for the Ambassador.
- Handling of administration related to the Ambassador in compliance with rules and regulations.
- Preparing Notes Verbales, translating and filing documents.

- Assisting with secretarial tasks for the Embassy, personnel affairs e.g. processing of visa, ID, car registration, insurance and driving licenses.
- Arranging functions and official visits.
- Assisting with other tasks decided as necessary.
- Applying for flight clearances.

## **Required qualifications**

- Degree in Administration, Management or relevant field for the position.
- 2-5 years of experience from a similar position in a government related institution, embassy or a company.
- A positive, open-minded, pro-active and results-oriented attitude to handling of assignments.
- A fixable structured mind-set and good planning and coordination skills.
- Excellent command of English and Arabic.
- IT proficiency.
- Great interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
- Flexible and willing to adapt to the changing needs of the Embassy.
- Ability to handle multiple tasks and work under time pressure.
- Have a high level of integrity including a strong understanding of the Danish zero tolerance on corruption.
- Experience with the Diplomatic field would be an asset.
- Knowledge or experience regarding GCC Region and Denmark would be an asset.

## **Employment conditions**

- This is a temporary local position at the Royal Danish Embassy in Riyadh which is compensated according to qualifications and local conditions. You will be offered a full time temporary employment on a local contract based on the staff rules at the Embassy.
- Your standard working hours will be 40 hours per week.
- You will be entitled to five (5) weeks of paid holiday per year, accumulating by 2.08 days per month.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

## **Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in

English to the Royal Danish Embassy in Riyadh at [ruhambjob@um.dk](mailto:ruhambjob@um.dk) marked "Temporary Personal Assistant to the Ambassador" no later than 5 October 2023. The Embassy attaches great importance to equal opportunities for all.

Selected candidates will be invited for interviews. The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment. If you have questions please contact the Personal assistant to the Ambassador, Manal Shoaib (+966 501 422 682 or e-mail: [mansho@um.dk](mailto:mansho@um.dk)) or Deputy Head of Mission, Mr. Asbjørn Møller Christensen (+966 504 488 613 or e-mail [asbmol@um.dk](mailto:asbmol@um.dk)).

### **About us**

The Royal Danish Embassy in Riyadh is part of the Danish Foreign Service. The Embassy covers Saudi Arabia, Oman, Kuwait, Bahrain and Yemen. The Embassy is a dynamic workplace with approximately 20 employees.

For more information about the Embassy, see our web page <http://saudiArabien.um.dk/en>